Date: 24 June 2025

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 24 June 2025 Board Meeting Minutes

A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via MS Teams on Tuesday 24 June 2025. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Bryan Lee, Pinping Sun, Fariba Sirjani, and Omer Khan were present.

A quorum being present, the FAPTO Board meeting was called to order by President Kevin Bechtel at 10:00 EST.

**HealthFitness Issues**

Gretchen Fahn, Jill Bakner, and Mindy Green attended.

* HealthFitness updated the Board on the Membership report for May. We had 34 cancellations (most retiring or leaving the agency), and 32 new members join. Overall total membership hasn’t changed much with 1063 total based on payroll. However, some members who have left have already been processed while some new members who joined in March and April still haven’t been processed yet, so Jill is in discussions with them to get that fixed.
* HealthFitness updated the Board on the 2025-May Operations, Sales, and Marketing Reports. Attendance was significant, and down a little from April, but about the same number of unique users. Revenue has nothing of note to discuss (just locker rentals). We had 198 personal training sessions. We had a recruitment program for member appreciation day and had 12 new members join and sell 14 PT packages sold that day. We had 10 participants for the May the 4th be with you engagement activity. The total participants for group exercise was 889 people, and 23% of check-ins went to class. We turned a couple of our virtual classes into hybrid classes, so we expect those to continue to grow. Average attendance is 9. We had a specialty class on line dancing with 11 people attending, so we are doing another one this month. We had 4 unique members for virtual attendance, and 5people/52 total VOD views which is a large increase (perhaps due to a technical glitch with video access). Kevin asked about making some other on-site classes to be hybrid, and Mindy explained that due to a number of issues, we are keeping the hybrid classes as is right now. Open rate for email was 33%. We’ve been advertising the promotions in the PTO Weekly and on the intranet site, on the tv screens at the entry to each building, and with flyers/membership applications in the pantries. Jill and Mindy are discussing what the July promotion will be, especially since more people are returning to campus starting in July.
* **Elections:** Jay, Omer, and Bryan’s positions are up, plus the one remaining year of Candace’s term, so we need to form an election committee. Kevin will spearhead it. Fariba volunteered to help.
* **Holiday Planning:** Kevin suggested making a reservation for Madison Auditorium since we are within 6 months out. We will also want to put together a planning committee.
* **July 3 Operating Hours:** Kevin suggested closing the fitness center 2 hours early regardless of if the agency gets early dismissal. Jill suggested closing at 6:45, which is when we normally close Friday.
* Kevin noted that there is no update on the Task Force discussions. Gretchen and Jill have been working on an updated SOW since our current contract is up at the end of October.

**Board Actions**

**Holiday Party:** Kevin made a motion to reserve Madison Auditorium for 12/5 from 4-6pm for the Holiday Party; Liesl seconded. Vote 7-1-0 (yes/no/abstain). Motion passes.

**July 3 Operating Hours:** Kevin made a motion to close at 6:45pm on 7/3; Fariba seconded. Vote 6-1-0 (yes/no/abstain). Motion passes.

**May Meeting Minutes:** Kevin made a motion to approve the May 2025 Meeting Minutes; Georgia seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**Treasurer’s Report 2025-May**: We are in the green again! Kevin made a motion to approve the 2025-May Treasurer’s Report; Fariba seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 10:44 EST. The next meeting is a regular meeting scheduled for Tuesday, July 22 at 10:00 EST.